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# TK20 User's Manual

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For Content  
Supervisors

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Prepared January 2015

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## Contents

Click the Topic



1. TK20 Login .....	2
2. View a Field Experience Binder .....	5
3. Assess a Field Experience Binder .....	6
4. Contact Information.....	8

## 1. TK20 Login

You can access myNorthwest as follows:

- 1) Go to the university website- <http://www.nwmissouri.edu/>
- 2) Go to Connect and then click myNorthwest.

First login to myNorthwest

<https://my.nwmissouri.edu/cp/home/displaylogin>

The screenshot shows a web browser window with the URL <https://my.nwmissouri.edu/cp/home/displaylogin>. The page features a header with a student's photo and the text "my NORTHWEST". Below the header is a "Login" section with fields for "Username:" and "Password:", and a "Login" button. To the right of the login fields is a "Welcome to Northwest Missouri State University's Web portal!" message. Below the welcome message is a paragraph describing the portal as a central location for students, faculty, staff, and alumni. Further down is a "Login Help" section with links for "Quick Start Guides" and "Having problems logging in?". At the bottom left is a banner for "A GREAT investment FREE tickets to athletic events!". At the bottom right is a photo of two students and a link to a "New to Northwest?" brochure.

1

2

Enter your username and password

The username and password are the same that you use for your Northwest email account. The username is not your entire email address, just what proceeds @nwmissouri.edu.

**\*\*If you cannot login to MyNW, contact the IT department at 660-562-1634.**

After logging into MyNorthwest, your screen will look like this.

3

Click on the TK20 logo on the right side of the page. It is shaped like an apple.

4

Click on the TK20 logo again.

5

There are many tabs, each with its own functions.

This is the home screen that appears after successful login.

6

The screenshot shows the Northwest Tk20 home interface. At the top, there is a navigation bar with tabs: Home, Applications, Courses, Portfolios, Reports, and Field Experience. Below this is a sidebar with links: Home, Messages, Tasks, Preferences, Conceptual Framework, and General Forums. The main content area displays a welcome message, a dropdown for the current user (Faculty), and sections for Recent Messages and Pending Tasks. The Pending Tasks section contains a table with 10 rows of tasks. At the bottom, there are tabs for Today's News and Archived News, with Today's News currently selected.

Annotations on the screenshot:

- A box pointing to the top navigation tabs: "There are many tabs, each with its own functions."
- A box pointing to the top right area: "This is the home screen that appears after successful login."
- A blue circle with the number "6" pointing to the top right area.
- A box pointing to the "Welcome, [Name]" area: "Your name appears here"

Name	Type	From	Received	Due Date
<a href="#">Evaluate Teacher Work Sample Portfolio Spring 2013</a>	Portfolio Review	Student 0027	04/19/2013	04/08/2013
<a href="#">Evaluate Teacher Work Sample Portfolio Spring 2013</a>	Portfolio Review	Student 0112	04/19/2013	04/08/2013
<a href="#">Evaluate Teacher Work Sample Portfolio Spring 2013</a>	Portfolio Review	Student 0089	04/18/2013	04/08/2013
<a href="#">Evaluate Teacher Work Sample Portfolio Spring 2013</a>	Portfolio Review	Student 0070	04/18/2013	04/08/2013
<a href="#">Evaluate Teacher Work Sample Portfolio Spring 2013</a>	Portfolio Review	Student 0023	04/18/2013	04/08/2013
<a href="#">Evaluate Teacher Work Sample Portfolio Spring 2013</a>	Portfolio Review	Student 0013	04/18/2013	04/08/2013
<a href="#">Evaluate Teacher Work Sample Portfolio Spring 2013</a>	Portfolio Review	Student 0011	04/18/2013	04/08/2013
<a href="#">Evaluate Teacher Work Sample Portfolio Spring 2013</a>	Portfolio Review	Student 0069	04/18/2013	04/08/2013
<a href="#">Evaluate Teacher Work Sample Portfolio Spring 2013</a>	Portfolio Review	Student 0054	04/18/2013	04/08/2013
<a href="#">Evaluate Teacher Work Sample Portfolio Spring 2013</a>	Portfolio Review	Student 0057	04/18/2013	04/08/2013

## 2. View a Field Experience Binder

Click "Field Experience" tab

NORTHWEST MISSOURI STATE UNIVERSITY

Home Applications Courses Portfolios Reports **Field Experience** Help Logout

Field Experience <<<

Field Experience Assessments

Current Field Experience Assessments Previous Field Experience Assessments

Assessments

🚩 = Pending Assessments

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	Submit Date
You do not currently assess any students.							

Powered by Tk20 CampusTools

Current Date and Time: 08/12/2013 03:16:39 PM

Click the link in order to access the binder.

Field Experience Assessments

Current Field Experience Assessments Previous Field Experience Assessments

Assessments

🚩 = Pending Assessments

Fall 2012

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	Submit Date
🚩	Student Teaching Field Experience Binder	Fall 2012	EDUC 61470	DIR TCHG ELEM-SEC SCHOOL			2/06/2012
🚩	Student Teaching Field Experience Binder	Fall 2012	EDUC 61471	DIRECTED TCHG ELEM SCHOOL			1/28/2012
🚩	Student Teaching Field Experience Binder	Fall 2012	EDUC 61471	DIRECTED TCHG ELEM SCHOOL			2/05/2012
🚩	Student Teaching Field Experience Binder	Fall 2012	EDUC 61471	DIRECTED TCHG ELEM SCHOOL			1/04/2012
🚩	Student Teaching Field Experience Binder	Fall 2012	EDUC 61473	DIRECTED TEACH EARLY CHIL			2/05/2012

The name of the student appears here.

Each pending binder will have a red flag in front of it.

The name of the instructor and whoever sent the Field Experience Binder appears here.

### 3. Assess a Field Experience Binder

A screen appears after clicking the binder link.

The left side of the screen consists of student's artifacts.

The right side of the screen contains your assessment instruments.

Name of the student appears here.

To see the student's work, click on the appropriate tab and then the link to its respective artifact. The Five Day Report includes the student's schedule, which will be helpful when planning observations.

Click on the link to the assessment tool and complete all of its fields as required. The red flag indicates pending assessments.

The screenshot displays a web application interface for assessing student teaching. The top navigation bar includes tabs: 'DRAFT Spring 2015 FE Binder', 'Student Teaching Schedule and Information Form', 'Demographic Form', and 'Standards'. The main content area is divided into two columns. The left column, titled 'DRAFT Spring 2015 FE Binder', contains a list of artifacts with fields for 'Field Experience Name', 'Description', 'Due Date' (01/23/2015 06:00:00 PM), and 'Site Information'. The right column, titled 'Field Experience Forms', contains a table of assessment forms. The table has columns for 'Field Experience Form', 'Description', and 'Last Update'. The first row shows 'MEES Teacher Candidate Formative Assessment FE' with a green checkmark. Below the table are buttons for 'Save', 'Submit', and 'Close'. Further down, there are sections for 'Cooperating Teacher's Forms' and 'University Supervisor's Forms', each with a table of forms and their last update dates. A red flag icon is visible next to the 'MEES Teacher Candidate Formative Assessment FE' form.

Field Experience Form	Description	Last Update
MEES Teacher Candidate Formative Assessment FE		

Field Experience Form	Last Update
MEES First Teacher Candidate Formative Assessment FE	
MEES Second Teacher Candidate Formative Assessment FE	
MEES Teacher Candidate Summative Assessment FE	
FE Niagara Disposition	

Field Experience Form	Last Update
Yes/No FE Form	

Student: Worsfold, S

<< Back

Please do not use the browser back button while completing field experience assessments as it may cause data inconsistencies.

Save Draft Cancel without Saving

**DRAFT Spring 2015 FE Binder**

DRAFT Spring 2015 FE Binder >

**DRAFT Spring 2015 FE Binder**

Field Experience Name: DRAFT Spring 2015 FE Binder

Description: DRAFT Spring 2015 FE Binder

Due Date: 01/23/2015 06:00:00 PM

Site Information

Placement Details

**Introduction Section**

Teacher Candidate:

Student ID:

University Supervisor:

Date:  Choose date

School:

Cooperating Teacher:

Subject/Grade:

**Main Section**

Definition of Rating Descriptors Candidate - 0: the teacher candidate is prepared and possesses the necessary knowledge but does not demonstrate the performance Emerging - 1: the teacher candidate is prepared and possesses the necessary knowledge and inconsistently and somewhat effectively demonstrates the performance at the Emerging Level Emerging - 2: the teacher candidate is prepared, possesses the necessary knowledge and consistently and effectively demonstrates the performance at the Emerging Level Developing - 3: the teacher candidate is prepared, demonstrates consistently at the Emerging Level and is beginning to demonstrate at the Developing Level

Standard #1: Content Knowledge Aligned with Appropriate Instruction

\* Please score the observation using the following criteria:

Criterion	Performance Rating					Score
	Not Observed	Candidate	Emerging	Emerging	Developing	
1.1 Content Knowledge and Academic Language NA <input type="checkbox"/>	<input type="radio"/>	<input type="radio"/> 0 the teacher candidate is prepared and possesses the necessary knowledge but does not demonstrate the performance	<input type="radio"/> 1 the teacher candidate is prepared and possesses the necessary knowledge and inconsistently and somewhat effectively demonstrates the performance	<input type="radio"/> 2 the teacher candidate is prepared, possesses the necessary knowledge and consistently and effectively demonstrates the performance	<input type="radio"/> 3 the teacher candidate is prepared, demonstrates consistently at the Emerging Level and is beginning to demonstrate at the Developing Level	<input type="text"/>

After opening the link to the assessment, use your mouse to drag the center line of the split screen so the form is more visible.

Fill in all text boxes and then score the student on the scales provided.

Click "Save Draft" when you have completed the assessment

HINT: You do not need to use the "grade" option at the bottom of this form.

Once this form has been saved, please click the "submit" button on the binder main page.

## 4. Contact Information

### **First step:**

Consult Tk20 Information website (for Content Supervisors):

<http://www.nwmissouri.edu/dept/peu/tess/tk20/faq.htm>

### **Second step:**

Contact us using the Tk20 email account: [mam77@nwmissouri.edu](mailto:mam77@nwmissouri.edu)

### **Third step:**

Finally, if no answer is heard back within two days, call Mike McBride directly at 660-562-1089.